



METROPOLITAN BOARD OF PARKS AND RECREATION

WARNER PARKS REQUEST FOR PERMIT

Sponsoring Agency/Organization: _____ Contact Person: _____

Address: _____

Street Address

City

State

Zip

Day Phone: _____ Cell Phone: _____ Fax: _____

EXPLAIN THE PROGRAM OR EVENT IN DETAIL: Use a separate sheet to explain in detail all aspects of the program or event. Explain any "YES" answers to questions 6-15. Include information about entertainment, vendors, volunteers, publicity, other participating organizations, schedule for set-up & strike, additional restroom facilities needed, trash removal, security needs, parking, and any other information pertaining to the planning and execution of the event. Also, include how accommodations for people with disabilities will be made for the event. For example, awareness training for volunteers, process for reasonable requests before and during event, contact person with phone number and ADA logo on all advertising, etc.

1. Permit Requested for: _____ Area Desired: _____

2. Date(s) of Event: _____ Event Start Time: _____ Event Finish Time: _____

3. Set-up Date/ Time: _____ Strike Date/ Time: _____

4. Anticipated Attendance: _____ Vehicles Anticipated: _____

5. Electrical Requirements (# of circuits and amps): _____

(Note: there are no electrical circuits available in the Edwin Warner Park Picnic Areas)

ITEMS 6-15: Circle the appropriate response

6. Sound system? Amplification? **YES NO** Amplification requests must be approved by the Park Board. Typed requests for a two-hour time block need to be mailed at least two months in advance of event in order to be placed on the monthly Park Board agenda for amplification approval. Mail requests to: Metro Board of Parks & Recreation 511 Oman Street, PO Box 196340, Nashville, TN 37219

7. Tent(s) erected? **YES NO** How many? _____ What size? _____
A Fire Codes Permit is required for all tents larger than 10'X10'. This includes an onsite inspection and additional fee. Contact Debbie Edgen at the Fire Marshalls Office at (615) 862-5230 for permit paperwork. Multiple tents may not be tied or anchored together due to safety codes.

8. Stage erected? **YES NO**

9. Inflatables or Play Equipment? **YES NO** Company contact info: _____

10. Roads closed? Traffic Control? **YES NO** Park Police hired for road closing or traffic control call (615-880-3429)

11. Port-a-johns brought in? **YES NO** Company name: _____ Set-up/Strike Date: _____

12. Fundraising event? **YES NO** If YES, see # 16

13. Food/Beverage/Merchandise to be sold? **YES NO** Be sure to list vendors in event details.

14. Charging an admission fee? **YES NO**

15. Charging a participation fee? **YES NO**

16. Permits for fundraising events may only be requested by persons or organizations that are a bona fide educational institution, religious or other non-profit organization who have a 501(c) 3 status with the IRS and/or announced political candidate for public office. **A letter of proof must accompany this Request for Permit.** A financial statement of the event proceeds must be mailed within 30 days after the event to the Warner Parks Headquarters, 50 Vaughn Road, Nashville, TN, 37221.

17. Return completed REQUEST FOR PERMIT to:

Warner Park Headquarters
50 Vaughn Road
Nashville, Tennessee 37221

Phone: (615) 370-8051, ext. 24
Fax: (615) 880-2261
Email: lisa.king@nashville.gov

Office Use:	Fees paid _____	Other:
	Ins. Cert. _____	
	501c3 _____	
	Amp. Ltr. _____	
	Key Dp _____	



For assistance or accommodation, please contact Lisa King at the Warner Park Headquarters, 615-370-8051.